

# Kentucky Field Experience Tracking System (KFETS)

## **EPSB 200 hour documentation:**

Students are required to obtain a login to EPSB website at [www.epsb.ky.gov](http://www.epsb.ky.gov) or <https://wd.kyepsb.net/epsb.webapps/login/login.aspx>. Once a login has been secured students will enter their field experiences using Kentucky Field Experience Tracking System (KFETS). It is recommended that students enter field experiences each day as they occur.

Beginning Fall 2014, the Kentucky Education Professional Standards Board (EPSB) requires students enter field experience hours in The Kentucky Field Experience Tracking System (KFETS). The Kentucky Field Experience Tracking System (KFETS) is an online application for tracking field experiences of teacher candidates enrolled in a Kentucky teacher preparation program and students who plan to enroll in a teacher preparation program in Kentucky.

Each candidate must create an EPSB account at [www.epsb.ky.gov](http://www.epsb.ky.gov) or <https://wd.kyepsb.net/epsb.webapps/login/login.aspx>.

Step 1: Click on “Log In to EPSB” on left of screen.

Step 2: Click on “Create New Account”

Step 3: Enter #SSN and birthday. Click on “Create Account.”

Step 4: Enter your demographic information, desired password, and answers to hint questions. Click on “Create Account.”

Step 5: You will be given your user name and EPSB ID. Print this page or retain this information for your records. Click “Continue.”

Step 6: Log in using your user name and password. Digitally sign the user agreement by entering your password at the bottom of the agreement.

Step 7: Select KFETS from the EPSB Online Services on the left of the screen to enter field hours.

Step 8: The KFETS system will ask for the teacher’s Infinite Campus number. If the teacher has not shared that information, bypass that request. Enter the classroom demographic (student characteristics) information.

Step 9: Select the course. Note the number of field experience hours associated with the course because those might have changed. Ask your course instructor which “category” or “categories” to enter (e.g. PLC, diversity, etc.).

Step 10: If you need to duplicate previously entered information, click the drop down list by Murray State University. Select the activity you already completed. Choose duplicate. Select the appropriate date(s).

**We highly recommend you enter information on KFETS following each field experience.**